

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, November 16, 2023**  
**LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the**  
**Board Room Located at 1970 9<sup>th</sup> Avenue, Olivehurst, CA 95961**

OPUD Board meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9<sup>th</sup> Avenue, Olivehurst, for the public to attend. Attendance will be limited to 50 percent of room capacity (no more than 20 persons), and it is strongly recommended that all in-person attendees wear face coverings and social distance as recommended by public health authorities.

All attendees are encouraged to be fully vaccinated.

Meetings will also continue to be streamed live and members of the public may participate remotely as described below.

Accordingly, on the day of the meeting you will have the option to:

- Attend via Zoom, using the procedure outlined below.
- Participate in person, as noted above.

If you anticipate wanting to speak during the meeting, please join in advance of public comment time.

To submit public comment during the meeting, please join us in person or on Zoom.

Join from a PC, MAC, iPad, iPhone, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

**Link and password for Hybrid Board Meeting will be available on our website at [www.opud.org](http://www.opud.org) or contact the OPUD Business Office at (530) 743-4657**

**Note: Your phone number will appear on the screen unless you first dial \*67 before dialing the numbers provided on our website.**

If you want to comment during the public comment portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can Press \*9 if you are calling in. The Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

***Our Mission is to provide superior, environmentally sensitive services to responsibly enhance our community.***

*We will do this by focusing on:*

- *District growth,*
- *Maintaining a positive public image*
- *Recreation and parks*
- *Sustainable long-term fire protection*
- *Fully depreciating our facilities*
- *Ensuring organizational stability*

\*\*D/A - Discussion/Action

*Materials related to an item on this agenda submitted to the Olivehurst Public Utility District Board of Directors after distribution of the agenda packet are available for public inspection in the Olivehurst Public Utility District Office, 1970 9<sup>th</sup> Avenue in Olivehurst during normal business hours or online at <http://www.opud.net>. These proceedings may be recorded by a person or persons other than the District Clerk and as such, are not controlled by Olivehurst Public Utility District. Effort will be made to address the agenda items in the order shown. However, the Board President has the discretion to address items out of sequence for the convenience of the public and/or the Board Members.*

*In compliance with the American with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board at (530) 743-0317 or (530) 743-3023 (fax). Requests must be made one full business day before the start of the meeting. To place an item on the agenda, contact the contact the Clerk of the Board at (530) 743-0317.*

1. Call to Order – President

2. Pledge of Allegiance

3. Roll Call

Directors Present: Director Burbank, Director Griego, Director Perrault, and Director Nelson  
Directors Absent: Director Floe

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office Manager; Randy York, Fire Chief; Bri Anne Ritchie, Board Clerk, and other interested parties.

4. Public Participation

Items appearing on this agenda: When your item(s) is called, the Board Clerk will announce your opportunity to address the Board. Comments should be limited to 3 minutes per speaker.

Items not appearing on this agenda: members of the public may address the Board on any matter within the Board's jurisdiction that does not appear on the posted agenda. No action may be taken on any matter that is not on the posted agenda. Members of the public wishing to address the OPUD Board at this time are requested to use the raise hand feature, state your name and residency for the record, and begin your address to the Board. Comments should be limited to 3 minutes per speaker.

Zero members of the public were present.

Legal Counsel recommended that an item be added pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action and the need for action came to the attention of the agency subsequent to the agenda being posted and the 72-hour agenda deadline.

A motion was made by Director Perrault and seconded by Director Burbank to add an item: Consider approving the Newland bid proposal for re-piping at Wheeler Ranch Treatment Plant to the agenda pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action and that the need for action came to the attention of the agency subsequent to the agenda being posted and the 72-hour agenda deadline. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson

Noes: None

Absent: Director Floe

5. Consent Agenda – The Consent Agenda groups together those items which are considered routine and noncontroversial, or for which prior policy direction has been given to staff. Items in this category are typically adopted in total by one motion, though the Board may, upon the request of Directors, Staff, or any member of the public, consider any matter separately–D/A
  - 5.1. [Approve Minutes of the October 19, 2023, Regular Meeting.](#)
  - 5.2. [Approve Minutes of the October 14, 2023, Special Meeting.](#)
  - 5.3. [Approve October 2023 Claims for Payment.](#)
  - 5.4. [Approve October 2023 Overtime Report.](#)
  - 5.5. [Review Revenue and Expenditure Summary October 26, 2023, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)
  - 5.6. [Review Water Sales October 2016 to October 2023 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.7. [Review Service Water Account Analysis October 2023 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.8. [Review Invoice Cloud Activity through November 7, 2023 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.9. Approve merit increase for Bryce Monahan, Utility Worker, Step 3 to Step 4, retroactive to October 18, 2023.
  - 5.10. Approve merit increase for Jim McClure, Utility Worker, Step 3 to Step 4, retroactive to November 3, 2023.
  - 5.11. Entertain motions for approval of consent agenda and take roll as appropriate.

A motion was made by Director Perrault and seconded by Director Griego approving the consent agenda. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson

Noes: None

Absent: Director Floe

## 6. District Business

- 6.1. [Consider approving Resolution No. 2427, a resolution of intent for annexation of property into OPUD CFD 2005-2 for parks maintenance \(Annexation 12\) – D/A](#)
  - 6.1.1. Public comment
  - 6.1.2. Questions/comments from Directors
  - 6.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving Resolution No. 2427, a resolution of intent for annexation of property into OPUD CFD 2005-2 for parks maintenance (Annexation 12). The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson

Noes: None

Absent: Director Floe

- 6.2. [Consider approving the Quitclaim Deed of Landscape Maintenance and Recreational Easement from OPUD to JAS Land Fund 3 LLC– D/A](#)
  - 6.2.1. Public comment
  - 6.2.2. Questions/comments from Directors
  - 6.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Griego approving the Quitclaim Deed of Landscape Maintenance and Recreational Easement from OPUD to JAS Land Fund 3 LLC. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson  
Noes: None  
Absent: Director Floe

6.3. [Consider approving the implementation of an OPUD Purchase Order Procedure – D/A](#)

- 6.3.1. Public comment
- 6.3.2. Questions/comments from Directors
- 6.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving the implementation of an OPUD Purchase Order Procedure. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson  
Noes: None  
Absent: Director Floe

7. Public Works

Parks

7.1. [Consider approving the special request from Blue Tulip Coffee Company to use Eufay Woods Sr. parking lot on Hidden Creek to sell their food and drink items out of their food truck – D/A](#)

- 7.1.1. Public comment
- 7.1.2. Questions/comments from Directors
- 7.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank approving the special request from Blue Tulip Coffee Company to use Eufay Woods Sr. parking lot on Hidden Creek to sell their food and drink items out of their food truck. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson  
Noes: None  
Absent: Director Floe

7.2. [Receive an update on the ADA Swing Community Effort – D/A](#)

- 7.2.1. Public comment
- 7.2.2. Questions/comments from Directors
- 7.2.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

Water/Wastewater

7.3. Receive update on South County infrastructure – D/A

- 7.3.1. Public comment

- 7.3.2. Questions/comments from Directors
- 7.3.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 7.4. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A
  - 7.4.1. Public comment
  - 7.4.2. Questions/comments from Directors
  - 7.4.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 7.5. [Consider approving Services During Construction \(Construction Management\) proposal for Plumas Lake Water Treatment Plant Manganese Filter Expansion Project – D/A](#)

- 7.5.1. Public comment
- 7.5.2. Questions/comments from Directors
- 7.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving Services During Construction (Construction Management) proposal for Plumas Lake Water Treatment Plant Manganese Filter Expansion Project. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson  
Noes: None  
Absent: Director Floe

- 7.6. [Receive an update on the Advanced Meter Integration at the OPUD Plumas Lake Water Treatment Plant – D/A](#)

- 7.6.1. Public comment
- 7.6.2. Questions/comments from Directors
- 7.6.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 7.7. Consider approving the Newland bid proposal for re-piping at Wheeler Ranch Treatment Plant – D/A

- 7.7.1. Public comment
- 7.7.2. Questions/comments from Directors
- 7.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Perrault approving the Newland bid proposal for re-piping at Wheeler Ranch Treatment Plant. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson  
Noes: None  
Absent: Director Floe

## 8. Fire Department

8.1. [Consider approving Resolution No. 2428, a resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the Fire Department for services provided/rendered by/for the Olivehurst Fire Department – D/A](#)

- 8.1.1. Public comment
- 8.1.2. Questions/comments from Directors
- 8.1.3. Entertain motions and take roll as appropriate

Directors requested this item go back through Fire Committee. Item postponed and no motion was made.

9. [Human Resources](#)

9.1. [Consider approving the changes made to the OPUD Drug-Free Workplace policy – D/A](#)

- 9.1.1. Public comment
- 9.1.2. Questions/comments from Directors
- 9.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank approving the changes made to the OPUD Drug-Free Workplace policy. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson

Noes: None

Absent: Director Floe

10. [Board Committee Schedule](#)

10.1. December 2023 Committee Meeting Schedule.

- 10.1.1. Fire & Safety Committee – Tuesday, December 5, 2023, at 4:00 p.m.
- 10.1.2. Parks & Recreation Committee – Tuesday, December 5, 2023, at 5:00 p.m.
- 10.1.3. Water & Wastewater Committee – Wednesday, December 6, 2023, at 3:30 p.m.

11. [Reports \(non-action items\)](#)

- 11.1. [November Fire Department Committee Report.](#)
- 11.2. [November Parks Department Committee Report.](#)
- 11.3. [November Water & Wastewater Department Committee Report.](#)
- 11.4. Report from the General Manager.
- 11.5. Report from Legal Counsel.
- 11.6. Reports from Directors.
- 11.7. Public comment.

12. [Correspondence](#)

13. [Closed Session](#) – Closed Session was convened at 7:56 p.m.

- 13.1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: two.

14. [Meeting Reconvened](#) – Closed session was adjourned at 8:08 p.m.

- 14.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

15. Adjourn

15.1. Entertain motion to adjourn.

A motion was made by Director Perrault and seconded by Director Burbank to adjourn the meeting. The motion passed as follows:

Ayes: Directors Burbank, Griego, Perrault, and Nelson

Noes: None

Absent: Director Floe

The meeting adjourned at 8:09 p.m.